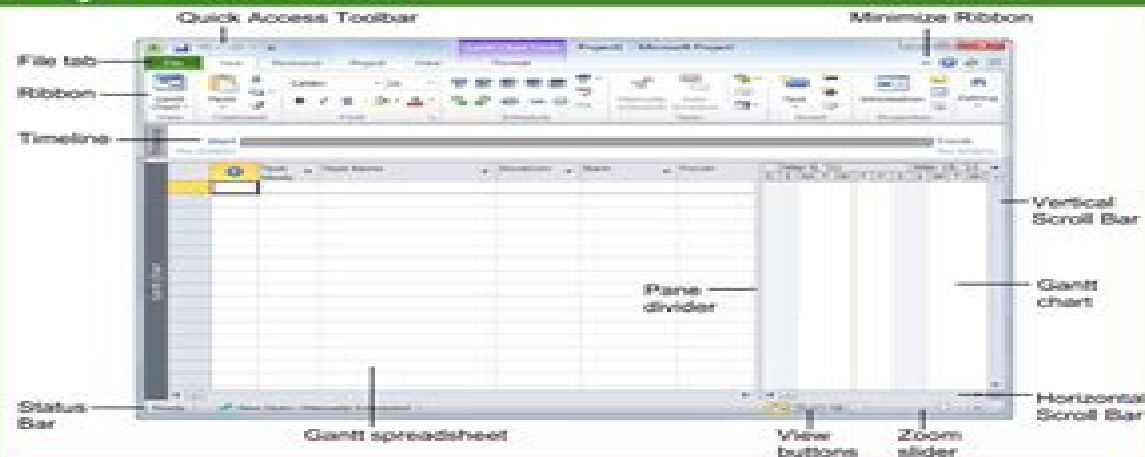


## Project 2010 Screen



## The Fundamentals

- **To Create a New Project:** Click the **File** tab on the Ribbon and select **New**.
- **To Create a Project from a Template:** Click the **File** tab on the Ribbon and select **New**. Select a template under the Office.com Templates section, or click **My Templates** and select a template.
- **To Create a New Project from an Excel Spreadsheet or SharePoint List:** Click the **File** tab on the Ribbon and select **New from Excel workbook** or **New from SharePoint task list**.
- **To Save a Project File:** Click the **Save** button on the Quick Access Toolbar, click **File** tab on the Ribbon and select **Save**. Or, press **<Ctrl> + <S>**.
- **To View Information about a Project:** Click the **Project** tab on the Ribbon and click the **Project information** button in the Properties group.
- **Set the Working Time Calendar:** Click the **Project** tab on the Ribbon and click the **Change Working Time** button in the Properties group. Select the date(s) you want to change and select a new calendar, or enter the new working hours in the **From:** and **To:** boxes.
- **To Update the Project:** Click the **Project** tab on the Ribbon and click the **Update Project** button in the Status group.
- **To Set the Status Date:** Click the **Project** tab on the Ribbon and click the **Status Date** button in the Status group. Select the status date to report progress of the project.
- **To Save a Baseline Plan:** Click the **Project** tab on the Ribbon and click the **Set Baseline** button in the Properties group. Select the **Set baseline** option, save the plan for the entire project or selected tasks, click **OK**.
- **To Save an Interim Plan:** Click the **Project** tab on the Ribbon and click the **Set Baseline** button in the Properties group. Select the **Set interim plan** option, save the plan for the entire project or selected tasks, click **OK**.
- **To Calculate Project Changes:** Click the **Project** tab on the Ribbon and click the **Calculate Project** button in the Schedule group.
- **To Open the Timescale Dialog Box:** Click the **View** tab on the Ribbon, click the **Timescale** list arrow in the Zoom group, and select **Timescale**. Or, double-click inside the timescale header.
- **To Adjust the Timescale:** Click the **View** tab on the Ribbon and click the **Timescale** list arrow in the Zoom group. Or, change the options in the Timescale dialog box.
- **To Adjust the Zoom Level:** Click and drag the **Zoom Slider** to zoom in or out. Or, click the **View** tab on the Ribbon and click the **Zoom** button in the Zoom group. Choose a zoom option from the list.
- **To Jump to a Task:** Select the task you wish to view. Click the **View** tab on the Ribbon and click the **Zoom Selected Tasks** button in the Zoom group.
- **To View the Entire Project:** Click the **View** tab on the Ribbon and click the **Zoom Entire Project** button in the Zoom group.

## Common Views

**To Display a View:** Click the **View** tab on the Ribbon and select a view from the Task or Resource Views groups. Or, click a view button in the status bar of the program window. Or, click the **Task** tab or **Resource** tab on the Ribbon, click the button list arrow in the View group, and select a view.

**Gantt Chart:** This is the default task view. Displays a task list with bar chart information.

**Calendar:** Displays tasks and durations in a monthly calendar.

**Network Diagram:** Displays a sequence or logic diagram that shows the project's tasks and dependencies.

**Resource Sheet:** Displays a list of resources and their details in rows and columns.

**Resource Usage:** Displays assigned tasks grouped under each resource.

**Resource Form:** Displays resource information in a form view.

**Resource Graph:** Displays a graph of resources and their costs, etc. over time.

**Task Usage:** Displays a list of tasks showing assigned resources under each task.

**Task Form:** Displays task information in a form view.

**Task Sheet:** Displays a list of tasks and their details in rows and columns.

**Team Planner:** The default resource view. Choose from more advanced and specific views.

**Timeline:** Displays a list of tasks with a baseline schedule and Gantt bars.

**Tracking Gantt:** Displays a list of tasks with a baseline schedule and Gantt bars.

**More Views:** Choose from a list of more advanced and specific views.

## Keyboard Shortcuts

|                              |                                                  |
|------------------------------|--------------------------------------------------|
| Task or Resource Information | <b>&lt;Shift&gt; + &lt;F2&gt;</b>                |
| Assign Resources             | <b>&lt;Alt&gt; + &lt;F10&gt;</b>                 |
| Help                         | <b>&lt;F1&gt;</b>                                |
| View Context-Sensitive Help  | <b>&lt;Shift&gt; + &lt;F1&gt;</b>                |
| Go To Selected Task          | <b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F5&gt;</b> |
| Link Selected Task           | <b>&lt;Ctrl&gt; + &lt;F2&gt;</b>                 |
| Unlink Selected Task         | <b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F2&gt;</b> |
| Zoom In                      | <b>&lt;Ctrl&gt; + &lt;= &gt;</b>                 |
| Zoom Out                     | <b>&lt;Ctrl&gt; + &lt;' &gt;</b>                 |

# Microsoft Project 2010 Quick Reference Guide

**L Reisser**



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